

## **COMMUNITY GRANT & SMALL CAPITAL GRANT AWARDING POLICY**

Discussed and approved at a meeting of the Parish Council on 9 September 2019

### **COMMUNITY GRANT**

Wingham Parish Council has legal powers to issue grants or subsidies to village organisations. The purpose of such grants is to support initiatives in the local community which will benefit all residents of the parish. A limited amount will be set aside in the Council's budget each year for this purpose.

#### **ELIGIBILITY**

- The Village Organisation application must demonstrate how the grant will benefit Wingham and its residents
- Grant applications must be made in advance of the project commencing - grants will not be issued retrospectively.
- New organisations or new project applications will be considered as well as applications from existing organisations
- Organisations who have been awarded a grant previously are not guaranteed to receive financial support again, but are not excluded from applying each year
- Applications for day to day running expenses and individual projects will be considered
- The organisation applying must demonstrate that it is properly managed and able to run its financial affairs responsibly. Submission of the most recent audited accounts (or those examined by a suitably qualified person) with the application would be an acceptable way to do this
- The organisation must have a bank account in its own name

#### **WHAT WILL NOT BE CONSIDERED**

- Applications from individuals
- An application for religious purposes – unless it can be shown that they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community
- An application for political purposes
- An application from private organisations operated as a business to make a profit or surplus

#### **HOW AND WHEN TO APPLY**

- Applications must be made in writing using the Council's standard application form, available from the clerk or online at [www.winghampc.kentparishes.gov.uk](http://www.winghampc.kentparishes.gov.uk)
- Applications should be made prior to Council preparations for setting the annual budget at the November meeting, with funds becoming available from April the following year. Ad-hoc requests may be made, but will not usually be considered until November or December

#### **DECISION PROCESS**

- All applications will be considered by full council during the November and December meetings
- The decision will be communicated to applicants as soon as possible following these meetings

#### **CONDITIONS OF GRANT SUPPORT**

- **The successful organisation or project must provide a receipt for the grant**
- **The funding must only be used for the agreed purpose**
- **The funding must be spent within the financial year awarded**
- **For any award over £1000, the organisation or project must provide a written report of how the funds were used within 12 months of receipt of the grant.** This could take the form of an annual report or set of accounts which clearly identify the manner of spending

**COMMUNITY GRANT & SMALL CAPITAL GRANT AWARDING POLICY cont.**

**SMALL CAPITAL GRANT**

The Parish Council has the legal power to award small capital grants to non-profit making voluntary village organisations in providing any recreational facilities which the council itself has power to provide under s19 LG(MP)A 1976. A limited amount will be set aside in the Council's budget each year for this purpose. The maximum grant available to eligible applicants is £200.

**ELIGIBILITY**

- The application must be for a new long-term asset, like a piece of equipment, or something to improve an existing long-term asset
- The Village Organisation application must demonstrate how the grant will benefit Wingham and its residents
- Applications must be made in advance of purchase - grants will not be issued retrospectively.
- New organisation applications will be considered as well as those from existing organisations
- Organisations who have been awarded a grant previously are not guaranteed to receive financial support again, but are not excluded from applying each year
- The organisation must have a bank account in its own name

**WHAT WILL NOT BE CONSIDERED**

- Applications from individuals
- An application for religious purposes – unless it can be shown that they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community
- An application for political purposes
- An application from private organisations operated as a business to make a profit or surplus

**HOW AND WHEN TO APPLY**

- Applications must be made in writing using the Council's small capital grant application form, available from the clerk or online at [www.winghampc.kentparishes.gov.uk](http://www.winghampc.kentparishes.gov.uk)
- Applications should be made prior to the June Council meeting when a decision will be made. Ad-hoc requests may be made, but will not usually be considered until the June meeting

**DECISION PROCESS**

- All applications will be considered by full council usually during the June council meeting or as announced
- The decision will be communicated to applicants as soon as possible following the meeting

**CONDITIONS OF GRANT SUPPORT**

- For audit purposes, the successful organisation or project must provide a receipt for the grant
- The funding must only be used for the agreed purpose
- The funding must be spent within the financial year awarded

This policy is to be reviewed yearly

September 2019